

15 APR 1960

MEMORANDUM FOR: [REDACTED]

25X1A

SUBJECT : Language Proficiency Testing

1. On several occasions recently we have talked about the need to verify the foreign language proficiencies of a large number of Agency employees who have submitted personnel forms claiming such proficiencies but who have not yet been tested. We have also discussed possible ways to accomplish this purpose. Now is the time, I believe, to set things in motion.

2. To deal with the testing backlog here at Headquarters, we propose to (a) step up the frequency of tests; (b) increase the number of persons who can be accommodated at each session; (c) take advantage of your ability to assist in scheduling persons who heretofore have not volunteered to be tested.

3. Very soon an Agency [REDACTED] December 1960 will be published showing the dates when language tests will be given during the second half of 1960. The new schedule will reflect an accelerated testing program which also involves a substantial increase in testing capacity, the details of which we are still working out. Duplicate test sessions will undoubtedly be employed in many cases. For major languages such as French and German, special sessions may be held in the R&S Auditorium. In any case, we hope to test by the end of 1960 all those at Headquarters whose proficiency should be verified.

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Date: 03 DEC 1960  
When: During this period several tests will be given which, despite the large number of persons who usually apply for awards during the CJSAA spring months, can accommodate persons you may wish to schedule on

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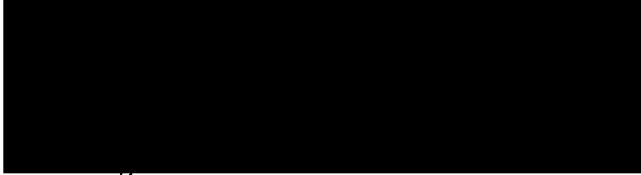
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a directed basis. Attached is a list of these tests showing their dates, the languages involved, the number of your people who remain to be tested in each language, and a quota for those to be scheduled on a directed basis. Whatever you can do to arrange schedules for your people will be very much appreciated and I am sure will assist us well in the right direction. Later specific quotas can be given you for persons to be scheduled for tests during the latter half of 1963.

3. I understand that you already have machine listings arranged alphabetically by language and by component showing the persons for whom you will want to plan language testing. If there is any other information you need or any other assistance we can give you, please let me know.



25X1A

*for* MATTHEW MAIRD  
Director of Training

Attachment:  
Language Proficiency Test Quotas

**Distribution:**

Orig. & 1 - [REDACTED]  
2 - [REDACTED]  
2 - [REDACTED]  
1 - LAS  
1 - DTR  
1 - PPS

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OTR/PPS: [REDACTED]